



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Parks and Recreation Commission

March 16, 2016

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Vice-Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, Salazar, and Zamattia. Staff: Brewer, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Nigel led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** **MSC Davis/Gonzales** for approval of the agenda.
4. **APPROVAL OF MINUTES:** Commissioner Greenberg wanted her comments about the placement of the bollards in Greenberg field added to the February minutes for the Parks and Recreation Commission meeting. **MSC Gonzales/Melendrez** to approve the minutes of the February 17, 2016 meeting with the additions requested by Commissioner Greenberg. Passed unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Review and Approve Revised Youth Enhancement Scholarship Policy – Superintendent Brewer informed the Commission that she updated the scholarship policy by clarifying the documentation needed to apply for the scholarship and clarifying that each family is limited to a \$200 scholarship per activity guide. Commissioner Nigel wanted to compliment Superintendent Brewer on the revised scholarship policy. Commissioner Greenberg asked how the family would be notified if they receive the scholarship, Superintendent Brewer responded that she typically informs the families by email. Commissioner Salazar asked for a Spanish version of the scholarship policy and application, Superintendent Brewer agreed to the Spanish addition and would have it available as soon as possible. **MSC Nigel/Salazar** to approve the revised youth enhancement scholarship policy. Approved unanimously.
 - b. Discuss and Approve Community Recognition Award Sub-Committee's Nominee – Superintendent Brewer said that the sub-committee met to discuss the applicants and make a decision for the recipient of the Community Recognition

Award. The sub-committee came back with a recommendation for the Commission to discuss. **MSC Gonzales/Greenberg** to award the Community Recognition Award to Anthony and Elisa Gerald. Approved unanimously. Superintendent Brewer said she would notify the person who put in the nomination and ask them to present the award during the April Parks and Recreation meeting.

8. UNFINISHED BUSINESS:

- a. Review and Recommend 2016-17 Capital Improvement Program Budget Projects – Chair Palmer asked the Commission if there was anything they wanted to add to the Capital Improvement Program Budget in addition to the pavement project. Superintendent Brewer said that staff only brought forward the pavement project for the Capital Improvement Program Budget because there were still other projects that needed to be completed that had already been approved. **MSC Davis/Melendrez** to recommend to the City Council the addition of the pavement project to the 2016-17 Capital Improvement Program Budget. Approved unanimously.
- b. Review and Accept Parks and Recreation Commission Bylaws – After reviewing and discussing the Bylaws, **MSC Davis/Palmer** to accept the Parks and Recreation Commission Bylaws. Passed with six ayes, Davis, Gonzales, Melendrez, Nigel, Palmer, and Zamattia, and two no's, Greenberg and Salazar.

9. EXCLUDED CONSENT: None.

10. ITEMS FROM STAFF:

- a. Community Day in the Park Planning Update – Superintendent Brewer updated the Commission on the progress of the planning for the upcoming Community Day in the Park. All food vendors have been confirmed by the community groups participating in the event, two bands have been booked, the car show will have over 100 hundred cars participating, and there will be seven carnival rides. Staff is still developing a children's stage and ride wristbands will be \$10 until the day of the event.

11. PUBLIC COMMENT: None.

12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

- a. Subcommittee Updates
 1. Master Fee Schedule – None.
 2. Glenview/Crestmoor Park Reconstruction – Commissioner Greenberg announced that the second meeting will be held at the San Bruno American Legion hall on Monday, March 21, 2016 from 7:30 p.m. to 9:00 p.m.
 3. Adopt-a-Park Program – Commissioner Gonzales provided a handout with minutes from the subcommittee's last meeting. She also informed the Commission that San Bruno Youth Baseball adopted baseball diamonds two and three. The first project the Adopt-a-Park program is doing at Grundy Park will be on April 9, 2016 at 10:00 a.m. Staff will provide a flyer to handout with information on projects they scheduled in order to recruit

volunteers. The next project is a tree planting project that will be done together with city staff.

4. City Park Pathway Project – Commissioner Davis said that after the subcommittee discussed various options to make the city park pathway safer for pedestrians they would like to recommend painting the City Park pathway with a “Stop, Look, and Wave” sign. Commissioner Nigel suggested getting a Public Service Announcement on San Bruno Cable when the signage is done for more publicity. Superintendent Brewer asked for the exact areas they were recommending the sign to be painted and Vice-Chair Davis responded that they would like it put in all the openings from the pathways to the parking lot in City Park. Superintendent Brewer responded that she would look into it and get back to the Commission.
5. Commissioner Handbook – Chair Palmer hopes to bring the final version of the handbook in the April meeting.

Commissioner Nigel commented that he attended the 46th annual California Parks and Recreation Society conference in Long Beach and was recognized for outstanding service by the California Association of Parks and Recreation Commissioners and Board Members. Commissioner Greenberg attended the Awards and Volunteer Recognition dinner where the Adults Transition Program (ATP) received an award of excellence for their volunteer work at Orange Park Pool in South San Francisco. She added that during the dinner, Kenneth Kreisel also received a recognition of excellence for his volunteer work at the San Bruno Senior Center. She also announced that the Junior Giants flyer was ready to go out to the school districts for spring registration.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:01 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno